United Nations ST/IC/2010/25

Secretariat

30 August 2010

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the sixty-fifth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the sixty-fifth session of the General Assembly. Information specific to security arrangements for the High-level Plenary Meeting of the General Assembly on the Millennium Development Goals, to be held from 20 September to 22 September 2010, the high-level meeting of the General Assembly as a contribution to the International Year of Biodiversity, to be held on 22 September, the period of the general debate, from 23 September to 30 September, and the high-level review to assess progress made in addressing the vulnerabilities of small island developing States, to be held on 24 and 25 September, will be posted on iSeek for ease of reference. The capital master plan construction project has introduced changes in terms of access. Please pay close attention to these instructions, as some procedures have changed.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited information media representatives will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259, dated 2 July 1993, on the wearing of grounds passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building, on 1st Avenue at 45th Street, upon presentation of an application obtained from the staff member's executive office/administrative unit. Staff members who arrive without their building passes will be directed to the UNITAR Building to obtain a day pass at the information desk in the lobby upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 10 September 2011.

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Access at the 42nd and 46th Street entrances

3. During the sixty-fifth session, staff members, including those bearing only the United Nations laissez-passer, resident correspondents utilizing the Cafeteria or the Library Building and members of delegations will continue to have access through the entrance at 42nd Street and 1st Avenue. Owing to the heightened security arrangements currently in effect, the 46th Street Visitors Entrance and screening area will be used by interns, affiliates and representatives of non-governmental organizations with secondary meeting-specific passes issued by the sponsor of the event or the Non-Governmental Organization liaison office. Furthermore, delegates who are not in possession of Protocol passes for the General Assembly Hall, members of the information media and those who possess courtesy and temporary building passes will also be required to utilize the 46th Street Visitors Entrance. The aforementioned persons using the 46th Street entrance will be required to pass through a magnetometer. Members of the information media will enter through the press entrance at 46th Street, utilizing the ramp for persons with disabilities, and proceed to the media screening tent.

4. The opening hours of the pedestrian entrances are as follows:

42nd Street and 1st Avenue:	7 a.m.
46th Street and 1st Avenue:	6 a.m.
47th Street and 1st Avenue:	7 a.m.

5. All packages brought into the premises will be subject to security inspection. The bringing of unnecessary packages onto the premises should be avoided.

6. Prior arrangements will have to be made by press and affiliates in order to have access to the premises after regular work hours through the standard procedure of notifying the Security Control Centre at extension 3-6666.

7. The entrance at 42nd Street and 1st Avenue will not be open until 7 a.m. Access to the South Annex and the Library Building prior to 7 a.m. will be gained by using the 46th Street Visitors Entrance and proceeding to the screening tent. Following the screening process, pedestrians will continue to the North Garden promenade and proceed to the South Annex by way of the East River walkway.

Access through the Delegates Entrance

8. During the sixty-fifth session, the pedestrian gate at 45th Street and 1st Avenue will be closed to pedestrians. Therefore, the entrance at the south side gate at 46th Street and 1st Avenue will be reserved for the use of high-level VIPs, delegations bearing Protocol secondary access cards and senior United Nations officials bearing gold-coloured building passes.

Access to the North Lawn Building

9. During the sixty-fifth session, the pedestrian gate at 47th Street and 1st Avenue will be used only by Permanent Representatives to the United Nations and senior United Nations officials bearing gold-coloured building passes.

10. All staff, delegates, affiliates and representatives of non-governmental organizations with a secondary pass will enter the North Lawn Building through the 46th Street Visitors Entrance. They will be required to pass through the screening tent and to enter the General Assembly Building before exiting through the

Canadian Doors, proceeding to the stairs leading down to the rose garden and entering through the east side entrance of the North Lawn Building.

Pass and identification offices — UNITAR Building and public plaza

11. In preparation for the sixty-fifth session of the General Assembly, the Pass and Identification Unit, located in room U-100, UNITAR Building, on 1st Avenue at 45th Street, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the screening and accreditation centre located on the public plaza. The days and hours of operation of the pass and identification facilities will be as follows:

Date	*Hours of operation*
Saturday and Sunday, 11 and 12 September	10 a.m. to 6 p.m.
Monday, 13 September	9 a.m. to 6 p.m.
Tuesday, 14 September	9 a.m. to 6 p.m.
Wednesday, 15 September	9 a.m. to 6 p.m.
Thursday, 16 September	9 a.m. to 6 p.m.
Friday, 17 September	9 a.m. to 6 p.m.
Saturday, 18 September	10 a.m. to 8 p.m.
Sunday, 19 September	10 a.m. to 8 p.m.
Monday, 20 September	6 a.m. to 8 p.m.
Tuesday, 21 September	7 a.m. to 7 p.m.
Wednesday, 22 September	7 a.m. to 8 p.m.
Thursday, 23 September	6 a.m. to 7 p.m.
Friday, 24 September	7 a.m. to 7 p.m.
Saturday, 25 September	9 a.m. to 5 p.m.
Sunday, 26 September	Closed
Monday, 27 September	9 a.m. to 5 p.m.
Tuesday, 28 September	9 a.m. to 5 p.m.
Wednesday, 29 September	9 a.m. to 5 p.m.
Thursday, 30 September	9 a.m. to 4.30 p.m.
Friday, 1 October	9 a.m. to 4 p.m.
Saturday and Sunday, 2 and 3 October	Closed

As from Thursday, 30 September 2010, all pass and identification operations will return to the Pass and Identification Unit, room U-100, UNITAR Building, on 1st Avenue at 45th Street. The hours of operation will be from 9 a.m. to 4.30 p.m., Monday to Friday, until the last day of the main part of the sixty-fifth session of the General Assembly, when the hours of operation will revert to 9 a.m. to 4 p.m.

Access for members of the information media

12. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building and the North Lawn Building must use the 46th Street and 1st Avenue media entrance and present a valid grounds pass or other proper documentation for accreditation. Access to the media screening tent will be gained by using the ramp for persons with disabilities, located on the north side of the Visitors Entrance. Following the screening process, persons who need media accreditation will be required to proceed to the media accreditation tent. Members of the media who wish to proceed to the 3rd floor media liaison desk in the General Assembly Building will be required to use the exterior ramp located on the east side of the General Assembly Building and the staircase within the neck area of the 2nd floor. Members of the media who wish to proceed to the Media Centre (Conference Room 1, North Lawn Building) following the screening process will proceed from the media screening area or the media accreditation tent across the plaza, take the metal staircase down to the ground floor of the North Lawn Building and go through the south side doors to the back entrance of Conference Room 1. Video crews accompanying resident and non-resident correspondents, as well as all temporary correspondents, will use only the 46th Street entrance, where they and their equipment will be subject to security screening.

13. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times within restricted areas, as well as in the North Lawn Building.

Access to restricted areas

14. In accordance with established procedures, the 2nd floor of the General Assembly Building is reserved for members of delegations and United Nations staff conducting official business in those areas. In all cases, valid United Nations grounds passes will be required. Representatives of non-governmental organizations will have no access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of a valid United Nations grounds pass and appropriate ticket issued for the day's meeting(s).

15. Access to the second floor of the General Assembly Building will be permitted only upon presentation of the appropriate colour-coded secondary pass, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit to executive offices/administrative units, in accordance with the agreed arrangements. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

16. Staff members, interns and representatives of non-governmental organizations will be afforded access to the fourth balcony seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations grounds

passes. During the general debate and high-level meetings, tickets specifying the date, time and location of the event will be required for entry.

Screening points

17. Because of the ongoing construction, additional screening points will be put in place to supplement the current security measures within the complex:

(a) Conference Building elevators, 1st floor (implemented only for the luncheons on 22 and 23 September 2010);

(b) Room GA-09 (1st basement level, garage);

(c) South Annex (1st basement level);

(d) General Assembly Building (1st basement level, in the vicinity of studio H);

(e) Service Drive (3rd basement level, North Lawn Building);

(f) Conference Building and General Assembly Building (3rd floor, neck area).

Access to room GA-200

18. In order to facilitate access to room GA-200 (defined as a "restricted area"), a secondary access card, to be used in conjunction with the United Nations grounds pass, will be issued through the Protocol and Liaison Service to those individuals whose duties/functions require their presence there. Only those individuals who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

Admission of non-United Nations persons

19. For the period of the general debate and the high-level meetings, the information and reception desk in the General Assembly Building lobby will be relocated to the UNITAR Building, on 1st Avenue at 45th Street, with access at the 45th Street entrance.

20. An information assistant will verify all appointments by contacting the respective staff member. Staff members are required to meet their parties and sign them in. Furthermore, staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a personal identification card bearing a photograph to the security officer stationed at the information desk. In order to avoid any inconvenience, visitors and guests should be informed in advance that photo identification is required.

Tours

21. Guided tours will be suspended from 4 p.m. on Sunday, 19 September, until the close of business on Thursday, 30 September. On Friday, 1 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

Motorcade drop-off

22. Only escorted motorcades will be allowed to enter the United Nations premises at the 43rd Street and 1st Avenue vehicular entrance; they will drop off their passengers at the Delegates Entrance, and then exit through the 45th Street and 1st Avenue gate. All escorted motorcades will be coordinated by the host country in conjunction with Headquarters Security and Safety Service personnel.

23. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and 1st Avenue checkpoint upon presentation of a valid grounds pass as well as an authorized United Nations decal.

Parking

24. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations building pass will be required to depart the vehicle at the appropriate checkpoint prior to the entry of the vehicle onto the premises.

25. On Monday, 20 September 2010, authorized vehicles may enter the United Nations garage through the 48th Street vehicular entrance, beginning at 4 a.m., and depart through the 42nd Street vehicular exit. Thereafter, the process will continue on a 24-hour basis until the closure of the general debate, on Thursday, 30 September 2010.

26. All vehicles entering the premises are subject to search. It is highly recommended that staff members limit the contents of their vehicles in order to expedite the security clearance process.

27. As the outer security perimeter may be expanded, the location of the vehicular checkpoints is under discussion with host country authorities. More information will be released on vehicular checkpoints as it is finalized.

Dining room, other catering facilities and commercial operations

28. The hours of normal operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. From Monday, 20 September, until Friday, 1 October 2010, reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should also be noted that during the period from Monday, 20 September, until Friday, 1 October 2010, no guests will be allowed entry onto the United Nations premises for any function without proper accreditation. In addition, from 20 September to 1 October 2010, owing to the integration of the Delegates Dining Room into the main Cafeteria area (1st floor, South Annex), events involving high-level dignitaries may necessitate the implementation of security measures, resulting in the periodic closure of the Cafeteria and surrounding areas during the movements of the VIPs.

29. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the Cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also

be used: the cafeteria on the 3rd floor of the DC-1 Building and the cafeteria located on the 1st floor of UNICEF House.

30. The hours of operation of the various facilities during the sixty-fifth session of the General Assembly will be as follows (information as at 16 August 2010):

Main Cafeteria (South Annex, 1st floor)

Monday-Friday	8 a.m.-4 p.m.
20-23 September	8 a.m.-6 p.m.

Vendery (General Assembly Building, 3rd floor)

Seven days a week	Available 24 hours

Delegates Lounge bar (North Lawn Building, 2nd floor, north-west corner of Café Austria)

Monday-Thursday	4 p.m.-8 p.m.
Friday	4 p.m.-10 p.m.

Delegates Dining Room (South Annex, 1st floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Café Austria (North Lawn Building, 2nd floor)

Monday-Friday	8 a.m.-6 p.m.

DC-1 Cafeteria (3rd floor)

Monday-Friday	8 a.m.-4 p.m.

UNICEF Cafeteria (UNICEF House, 1st floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Coffee Shop (General Assembly Building, 1st basement)

Periodically	8.45 a.m.-4.45 p.m.

Gift Centre (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.

United Nations Postal Administration stamp counter (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.